



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

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| PUBLIC MEETING MINUTES: | <b>The Manufactured Home Installation Board</b>  |
| MEETING DATE AND TIME:  | <b>Monday, November 14, 2011 at 9:00 a.m.</b>  |
| PLACE:                  | <b>861 Silver Lake Boulevard, Dover, Delaware<br/>Conference Room B, Cannon Building</b> |
| MINUTES APPROVED:       | January 9, 2012  |

**MEMBERS PRESENT**

Jill Fuchs, President  
Keith Rudy, Vice-President  
Richard Snyder, Secretary  
Charlie Eggleston, Complaint Officer  
Leslie Persans, Education Officer  
James Brockton  
Kevin Reinike  
Victor Kennedy  
Dean Pierson

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Carol Frisa, Administrative Specialist II  
Gayle Melvin, Administrative Specialist III

**ALSO PRESENT**

Jen Allen

**CALL TO ORDER**

Ms. Fuchs called the meeting to order at 9:00 a.m.

**REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the September 12, 2011 meeting. Ms. Persans made a motion, seconded by Mr. Kennedy to approve the minutes. The motion was unanimously carried.

### **UNFINISHED BUSINESS**

#### **Discussion: Memorandum from James Collins Regarding Legislation for the 146<sup>th</sup> General Assembly, 2<sup>nd</sup> Legislative Session**

It was decided at the last meeting that members would review the current statute and determine if there were any proposed changes that needed to be made. Mr. Rudy asked about a provision for pursuing complaints about unlicensed practice. This is covered in Section 4443. It was decided that the Board would not submit any draft legislation for the 146<sup>th</sup> General Assembly, 2<sup>nd</sup> Legislative Session.

#### **Discussion: Letter to HUD Verifying Status**

Since Ms. Heeney was not present, this was tabled until the next meeting. Ms. Melvin stated that she will contact Ms. Heeney and request that she send a status update to Board members.

### **NEW BUSINESS**

#### **Board/Commission Member Training Session**

The Board/Commission Member Training Session will be held on November 18, 2011 at the Duncan Center in Dover. Ms. Persans indicated that she will attend the Training Session.

#### **Review Application for Manufactured Home Installer by Reciprocity**

The Board reviewed the application from Stephen Arsenich for licensure as a manufactured home installer by reciprocity. Mr. Snyder made a motion, seconded by Mr. Eggleston to approve Mr. Arsenich's application. The motion was unanimously carried.

The Board reviewed the application from Steve Hickman for certification as a manufactured home inspector. Ms. Persans made a motion, seconded by Mr. Rudy to approve Mr. Hickman's application. The motion was unanimously carried.

#### **Review of Continuing Education Course**

Mr. Eggleston made a motion, seconded by Mr. Snyder to approve the following continuing education course:

First State Manufacturing Housing Association  
Delaware 2012 continuing Education Course – 10 hours

The motion was unanimously carried.

Ms. Persans reported that during the last continuing education course, licensees had asked why Mr. Porter is the only one approved to teach courses. She explained that no one else has submitted information for approval to teach a course. Ms. Allen reported that two course offerings will be held. She will be checking with Mr. Porter about his availability. Mr. Eggleston suggested possibly holding the course on nights or weekends to avoid licensees having to

attend a course during daylight working hours. It was discussed having one single day of 10 hours, 2 days of 7 hours the first day and 3 hours the second day or 2 days with 5 hours each day. Ms. Allen will ask Mr. Porter to consider these options.

#### Status of Complaint

Complaint No. 37-01-11 – Contact person–Mr. Eggleston

A discussion was held concerning the complaint process. Ms. Melvin suggested that Mr. Eggleston should contact the investigator who was assigned to the complaint if he needed further information or had additional concerns. Mr. Rudy made a motion, seconded by Mr. Snyder to table this complaint. The motion was unanimously carried.

#### **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

There was no other business before the Board.

#### **PUBLIC COMMENT**

There was no public comment at this meeting.

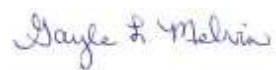
#### **NEXT SCHEDULED MEETING**

The next meeting was scheduled for January 9, 2012 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

#### **ADJOURNMENT**

There being no further business, Mr. Eggleston made a motion, seconded by Mr. Brockton to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 10:10 a.m.

Respectfully submitted,



Gayle L. Melvin  
Administrative Specialist III